

1. Section L.16 COST VOLUME, 2(a), is hereby revised as follows:

**From:** Any Offeror proposing to use the incumbent non-exempt workforce under the Collective Bargaining Agreement (CBA) must use the average incumbent CBA labor rates provided in Enclosure C for those labor categories for which rates are available to develop the proposed estimated cost, escalating the rates by 4% per year.

**To:** Any Offeror proposing to use the incumbent **exempt** and non-exempt workforce under the Collective Bargaining Agreement (CBA) must use the average incumbent CBA labor rates provided in Enclosure C for those labor categories for which rates are available to develop the proposed estimated cost, escalating the rates by 4% per year. At a minimum, **offerors shall use the fringe benefits in the CBA for pricing the effective labor categories for all five years in your proposal.**

**Paragraph 3 is hereby revised as follows:**

**From:** The escalation proposed for labor must be stated along with the actual escalation experienced in the last three years. Provide a statement of rationale, including the derivation, for the proposed escalation rates. If escalation is not proposed, explain why. The offeror shall also discuss the rationale for any escalation proposed for the other cost elements.

**To:** The escalation proposed for labor must be stated along with the actual escalation experienced in the last three years. If escalation is not proposed, explain why. The offeror shall also discuss the rationale for any escalation proposed for the other cost elements.

2. Section L.13 Proposal Preparation- General Instructions (a)(5), the following section is hereby deleted as follows:

The proposal shall include a matrix showing where in the proposal the technical requirements of the SOW and the evaluation criteria of this RFP are satisfied (i.e. SOW element versus offeror's proposal page numbers). It is intended that this be a simple matrix that should in no way inhibit an innovative approach or burden the offeror. This proposal matrix is excluded from the page limitations contained in paragraph (b)(1) below.

3. Section L.15- Mission Suitability Instructions (3), Corporate Resources sentence is hereby deleted as follows:

Offerors shall address the availability of funding and other financial resources available for this effort.

4. Section M.3.1- Mission Suitability subfactor B is hereby changed as follows:

**From:** The government will evaluate corporate resources such as; staffing, corporate support, facilities and equipment, including relevance, sufficiency, and availability (either internal and/or external to the contractor) for use under this requirement for effectiveness and reasonableness. The Government will evaluate the availability of funding and other financial resources available for this effort for reasonableness. The Government will evaluate the

corporate resources available to enhance technical, operational, and management performance for effectiveness.

**To:** The government will evaluate corporate resources such as; staffing, corporate support, facilities and equipment, including relevance, sufficiency, and availability (either internal and/or external to the contractor) for use under this requirement for effectiveness and reasonableness. The Government will evaluate the corporate resources available to enhance technical, operational, and management performance for effectiveness.

5. Enclosure A, is hereby replaced to include the following additional job descriptions: Financial Analyst, Human Resources Specialist, Human Resources Administrator, Administrative Assistant, and Equipment Specialist.
6. Exhibit 1A is hereby replaced to incorporate the following changes to the title:  
**From:** Exhibit 1A Government Estimated Non-Management OFFSITE Direct Labor Hours  
Exhibit 1A- Government Non-Mgmt OFFSITE Direct Labor Costs.  
Exhibit 1A Offsite Rates Government Management ONSITE Direct Labor Hours/Costs.

**To:** Exhibit 1A- **Offeror** Estimated Non-Management OFFSITE Direct Labor Hours  
Exhibit 1A- **Offeror Mgmt OFFSITE Direct Labor Costs.**  
Exhibit 1A- **Offeror Estimated Management ONSITE Direct Labor Hours/Costs.**

7. Cost Exhibit 8 is hereby changed:  
  
**From:** Phase-In Cost Plus Award Fee  
**To:** Phase-In Total Firm Fixed Price
8. M.3 Subfactor B is hereby changed as follows:

**From:** If subcontractors are proposed, the Government will evaluate the identified interfaces to your organizational structure as well as the following for effectiveness:

- 1) A separate organization chart for each subcontractor
- 2) The basis for selection of the subcontractor
- 3) The nature and extent of the work to be performed by the subcontractor
- 4) The benefits of these arrangements to the Government
- 5) Methods of management and reporting to GSFC of subcontractors' financial and technical plans and performance.

**To:** If subcontractors are proposed, the Government will evaluate the identified interfaces to your organizational structure as well as the following for effectiveness:

- 1) The basis for selection of the subcontractor
- 2) The nature and extent of the work to be performed by the subcontractor
- 3) The benefits of these arrangements to the Government
- 4) Methods of management and reporting to GSFC of subcontractors' financial and technical plans and performance.

9. Cost Exhibits is hereby changed as follows:

A new chart has been added to the Cost Exhibits. **Exhibit 15-** Offeror Pass Through Cost for Other Direct Cost.

10. Past Performance Exhibit 13 is hereby changed as follows:

**From:** Instructions, section V, indicate only performance in the past 3 years is relevant.

**To:** Instructions, section V, indicate only performance in the past 5 years is relevant.

11. Exhibit 12 is hereby changed as follows:

Column E11 Dollar amount has been deleted to coincide with the sample in L.15-3 Subfactor C (a)(7) instructions.

12. I.123 1852.225-74 is hereby revised as follows:

**From:** I.123 1852.225-74 Notification Prior to Acquiring Information Technology Systems from Entities Owned, Directed or Subsidized by the People's Republic of China (JUNE 2013) (DEVIATION) is hereby

**To:** I.124 1852.225-74 Notification Prior to Acquiring Information Technology Systems from Entities Owned, Directed or Subsidized by the People's Republic of China (JUNE 2013) (DEVIATION) is hereby

13. Section L.16 COST VOLUME, 2(b), is hereby revised as follows:

**From: (b) DIRECT LABOR RATES, INDIRECT RATES MATRIX**

The prime offeror shall propose unburdened direct labor rates for all non-management labor categories in **Exhibit 2A** and all management and administrative labor categories in **Exhibit 2B**, clearly delineating on-site and off-site rates, and then loaded in accordance with the contractor's accounting system. The offeror's award fee rate shall be used to calculate the award fee for performing all task orders issued under the resultant contract. The rates (direct and indirect) in **Exhibits 2A and 2B** must be consistent with those proposed in **Attachment B DIRECT LABOR RATES, INDIRECT RATES, AND FEE MATRICES**. Also, in **Attachment B**, the offeror shall include a fully-loaded direct labor rate matrix for each subcontractor or team member expected to exceed 25% of the GPM total estimated cost of the contract.

**To: (b) DIRECT LABOR RATES, INDIRECT RATES MATRIX**

The prime offeror shall propose unburdened direct labor rates for all non-management labor categories in **Exhibit 2A** and all management and administrative labor categories in **Exhibit 2B**, clearly delineating on-site and off-site rates, and then loaded in accordance with the contractor's accounting system. The offeror's award fee rate shall be used to calculate the award fee for performing all task orders issued under the resultant contract. The rates (direct and indirect) in **Exhibits 2A and 2B** must be consistent with those

proposed in **Attachment B DIRECT LABOR RATES, INDIRECT RATES, AND FEE MATRICES**. Also, in **Attachment B**, the offeror shall include a fully-loaded direct labor rate matrix for each subcontractor or team member expected to exceed 25% of the GPM total estimated cost of the contract. In addition offerors shall include proposed non-management and management that are proposed in 2A and 2B.

14. **L.17 PAST PERFORMANCE VOLUME (MAR 2012) (b) PRIOR CUSTOMER EVALUATIONS (PAST PERFORMANCE QUESTIONNAIRES)** is hereby revised as follows:

**From:** The offeror and any proposed significant subcontractor(s) [as defined in paragraph (a)] shall provide the questionnaires provided as Exhibit 12 to each of the above references to establish a record of past performance. The Offeror shall instruct each of its references to return the questionnaire directly to the Government in a sealed envelope. The questionnaire respondent shall be a representative from the technical customer and responsible Contracting Officer with direct knowledge of your firm's performance. If possible, the offeror and any proposed significant subcontractor(s) shall provide questionnaires to customers from NASA contracts, other Government contracts, and commercial contracts. For proposed significant subcontractor(s), references shall concern only work performed by the subcontractor's business entity that will perform the work under this contract, if awarded.

The Offeror is responsible for ensuring that the questionnaire is completed and submitted directly to the NASA Goddard Space Flight Center Contracting Officer no later than the closing date of this solicitation designated in Block 9 of the SF 33:

NASA Goddard Space Flight Center  
Attn: Monique C. Leigh, Code 210.3  
Bldg. 5, Rm. W009  
Greenbelt, MD 20771  
Telephone: 301-286-2953  
FAX: 301-286-1720

The offeror shall include a list of those to whom the questionnaires were sent, including name of individual, phone number, organization, and contract number. Offerors shall include in their proposal the written consent of their proposed significant subcontractors to allow the Government to discuss the subcontractors' past performance evaluation with the offeror.

**To:** The offeror and any proposed significant subcontractor(s) [as defined in paragraph (a)] shall provide the questionnaires provided as Exhibit 12 to each of the above references to establish a record of past performance. The Offeror shall instruct each of its references to return the questionnaire directly to the Government in a sealed envelope, **via fax or by email**. The questionnaire respondent shall be a representative from the technical customer and responsible Contracting Officer with direct knowledge of your firm's performance. If possible, the offeror and any proposed significant subcontractor(s) shall provide questionnaires to customers from NASA contracts, other Government contracts, and commercial contracts. For proposed significant subcontractor(s),

references shall concern only work performed by the subcontractor's business entity that will perform the work under this contract, if awarded.

The Offeror is responsible for ensuring that the questionnaire is completed and submitted directly to the NASA Goddard Space Flight Center Contracting Officer no later than the closing date of this solicitation designated in Block 9 of the SF 33:

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Greenbelt, MD 20771

Telephone: 301-286-2953

FAX: 301-286-1720

Email: [Monique.C.Leigh@nasa.gov](mailto:Monique.C.Leigh@nasa.gov)

The offeror shall include a list of those to whom the questionnaires were sent, including name of individual, phone number, organization, and contract number. Offerors shall include in their proposal the written consent of their proposed significant subcontractors to allow the Government to discuss the subcontractors' past performance evaluation with the offeror.

15. **L.16 COST VOLUME (JUNE 2013)(2)** is hereby revised to add section (p) as follows:

- **(p) OFFEROR PASS THROUGH COST FOR OTHER DIRECT COST**

In **Exhibit 15** plug numbers have been provided for select ODCs: purchase costs of equipment/materials, travel costs, and niche subcontractor costs. The Prime offeror shall insert the Prime offeror loadings (bid indirect rate(s) and/or fee(s) in **Exhibit 1B** that will be applied to the ODCs in accordance with the prime's approved accounting system. Specify the Element of Cost (e.g., Material Handling and/or G&A and/or Fee). The loadings applied must be consistent with Exhibits 5 or 7, as appropriate, and Attachment B.

16. **L.16 COST VOLUME (JUNE 2013)(2)c last paragraph** is hereby revised as follows:

**From:** The Offeror shall complete **Exhibit 1B** Government Pricing Model Grand Total Summary – Bid Rates. The Grand Total Government Pricing Model value is a summation of the Subtotal Government Non-Management Direct Labor Costs (Onsite and Offsite), the Subtotal Offeror Labor-oriented Management and Administrative Costs and Subtotal Non-Labor Recurring ODCs and Cost Estimating Relationship Costs in **Exhibit 1A**.

**To:** The Offeror shall complete **Exhibit 1B** Government Pricing Model Grand Total Summary – Bid Rates. The Grand Total Government Pricing Model value is a summation of the Subtotal Government Non-Management Direct Labor Costs (Onsite and Offsite), the Subtotal Offeror Labor-oriented Management and Administrative Costs and Subtotal

Non-Labor Recurring ODCs, Cost Estimating Relationship Costs and in **Exhibit 1A and Loaded Offeror Pass Through Cost for Other Direct Costs from Exhibit 15.**

**17. B.3 GSFC 52.216-91 SUPPLEMENTAL TASK ORDERING PROCEDURES (COST REIMBURSEMENT) (APR 2010) a- is hereby changed as follows:**

**From:** (a) When the Government issues a request for a “task plan” to the Contractor in accordance with the Clause entitled “Task Ordering Procedure” of this contract, the Contractor shall prepare its estimate of the labor hours, labor categories, indirect costs, and other direct costs required to perform the task order requirements. **The Contractor shall use only the appropriate labor and indirect cost rates found in Attachment B - Direct Labor Rates, Indirect Rates, and Award Fee Matrices and Attachment J – Collective Bargaining Agreement/Wage Determination** to calculate the proposed estimated costs for all task orders issued in accordance with the “Task Ordering Procedure” and “Supplemental Task Ordering Procedures” clauses of this contract. **For those labor and indirect cost rates found in Attachment B, the Contractor may bid less, but shall not exceed the rates specified. For those labor and indirect cost rates found in Attachment J, the Contractor shall bid the appropriate rates as specified in the attachment.**

**To:** (a) When the Government issues a request for a “task plan” to the Contractor in accordance with the Clause entitled “Task Ordering Procedure” of this contract, the Contractor shall prepare its estimate of the labor hours, labor categories, indirect costs, and other direct costs required to perform the task order requirements. **The Contractor shall use only the appropriate labor and indirect cost rates found in Attachment B - Direct Labor Rates, Indirect Rates, and Award Fee Matrices and Attachment J – Collective Bargaining Agreement/Wage Determination** to calculate the proposed estimated costs for all task orders issued in accordance with the “Task Ordering Procedure” and “Supplemental Task Ordering Procedures” clauses of this contract. **For those labor and indirect cost rates found in Attachment B, the Contractor may bid less, but shall not exceed the rates specified. For those labor and indirect cost rates found in Attachment J, the Contractor shall bid the appropriate rates as specified in the attachment.**

**18. L.16 COST VOLUME (JUNE 2013) (b) DIRECT LABOR RATES, INDIRECT RATES MATRIX is hereby revised as follows:**

**From:** The prime offeror shall propose unburdened direct labor rates for all non-management labor categories in **Exhibit 2A** and all management and administrative labor

categories in **Exhibit 2B**, clearly delineating on-site and off-site rates, and then loaded in accordance with the contractor's accounting system. The offeror's award fee rate shall be used to calculate the award fee for performing all task orders issued under the resultant contract. The rates (direct and indirect) in **Exhibits 2A and 2B** must be consistent with those proposed in **Attachment B DIRECT LABOR RATES, INDIRECT RATES, AND FEE MATRICES**. Also, in **Attachment B**, the offeror shall include a fully-loaded direct labor rate matrix for each subcontractor or team member expected to exceed 25% of the GPM total estimated cost of the contract.

**To:** The prime offeror shall propose unburdened direct labor rates for all non-management labor categories in **Exhibit 2A** and all management and administrative labor categories in **Exhibit 2B**, clearly delineating on-site and off-site rates, and then loaded in accordance with the contractor's accounting system. The offeror's award fee rate shall be used to calculate the award fee for performing all task orders issued under the resultant contract. The rates (direct and indirect) in **Exhibits 2A and 2B** must be consistent with those proposed in **Attachment B DIRECT LABOR RATES, INDIRECT RATES, AND FEE MATRICES** and **Attachment J- Collective Bargaining Agreement/Wage Determination**. Attachment B shall only include those labor and indirect cost rates not found in Attachment J. Also, in **Attachment B**, the offeror shall include a fully-loaded direct labor rate matrix for each subcontractor or team member expected to exceed 25% of the GPM total estimated cost of the contract.

19. **J.1 LIST OF ATTACHMENTS** is hereby changed as follows:

**From:**

B	Direct Labor Rates, Indirect Rates, and Award Fee Matrices	6/12	3
J	U.S. Department of Labor Wage Determination	2/13	1

**To:**

B	Direct Labor Rates, Indirect Rates, and Award Fee Matrices	9/13	3
J	Collective Bargaining Agreement/ Wage Determination	9/13	1

20. Exhibit 1A/2A is hereby revised to delete the Human Resources Specialist position and hours under Offeror Onsite Government Contract Non-Management Contract Direct Labor Categories.

**(End of Amendment)**